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25 February 1949

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Gen-Cops*

MEMORANDUM FOR: ACTING DADSO

From COPS

SUBJECT: Physical Evaluation of Unvouchered Personnel

1. The procedure outlined for providing medical review and examination for staff employees (semi-covert, paragraph 3) is satisfactory and I have no comments to offer.

2. I propose the following procedure to provide Report of Medical History and perhaps Report of Medical Examination for individuals to be employed covertly (contractual employees). When arrangements are in process for the employment, under contract, of an individual, the branch responsible will have the candidate complete Form 89, using pseudonyms. The branch will then, through Personnel, see that the completed form reaches the Medical Division where it will be reviewed. If the Medical Division rejects the candidate as being a poor risk, proper consideration will be given such rejection by ADSC who will make the final decision as to the employment of the candidate. If the Report of Medical History indicates that the candidate is acceptable, it will be returned with the proper notation, through Personnel, to the branch concerned where it will be placed in the agent's file. If the Report of Medical History, Form 89, indicates that a medical examination is necessary, then Operations will arrange for the necessary physical examination, conforming to Report of Medical Examination, Form 88, to be conducted by a licensed physician. Such an examination will be effected by the simple procedure of having the candidate apply to a reputable physician and having a physical examination conducted and a report thereon prepared--such report to contain the elements covered in Form 88. Then the completed Form 88 will pass through the branch, through Personnel, to the Medical Division where it will be reviewed. It will then be returned through the same channels for placement in the agent's files.

VERIFIED

11 OCT 1970

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